

DEPARTMENT OF THE ARMY
DEFENSE ACQUISITION UNIVERSITY SENIOR SERVICE COLLEGE FELLOWSHIP
(DAU-SSCF)
PROGRAM POLICY/ PROCEDURES

JAN 21 2010

1. REFERENCES: SEE APPENDIX 1.

2. APPLICABILITY: This document applies to all current Army Acquisition, Logistics, and Technology (AL&T) workforce members.

3. PURPOSE: This document provides the policy and procedures for application, selection and assignment of AL&T workforce members to the DAU-SSCF program.

4. RESPONSIBILITIES:

a. The Deputy Director, Acquisition Career Management (DDACM).

- (1) Has oversight and management of the announcement and board process.
- (2) Has final approval authority for AL&T workforce members selected to participate in the program.
- (3) Has control and management of Army acquisition quotas for each SSCF location at Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD. Each location class size may increase or decrease depending on funding constraints and the needs of the Army.
- (4) Serves as convening authority for the SSCF program.
- (5) Serves as approval authority for SSCF Program Relative Standing List (RSL).
- (6) Serves as approval authority for Memorandum of Instructions (MOI) for selection boards.

b. Headquarters, US Army Acquisition Support Center (USAASC).

- (1) USAASC, acting on behalf of the DDACM, has responsibility for the announcement and board selection process conducted each year.
- (2) Provides the Defense Acquisition University (DAU) Director, SSCF (Huntsville, AL) a list of selectees for each location no later than 1 May of the convening class year.
- (3) Coordinates and reports on post utilization of SSCF graduates.

c. Commands/Organizations.

- (1) Nominate AL&T workforce members each year to participate in the SSCF Program through command endorsement.
- (2) Identify and assign SSCF graduates, upon program completion, to positions of greater responsibility.
- (3) Conduct marketing sessions using the standard DAU marketing campaigns as well as any relevant supplemental marketing information.

d. Supervisors.

- (1) Identify commands' AL&T workforce members to participate in the SSCF program.
- (2) Review and approve/disapprove Individual Development Plans (IDPs) submitted by AL&T workforce members for the SSCF program.
- (3) Ensure employees meet their Defense Acquisition Workforce Improvement Act (DAWIA) Level III certification requirements for their position and are at GS 14/15 in broad band/pay band equivalent grade.

e. DAU Dean, South Region (Huntsville, AL).

- (1) Has oversight over curriculum, measurement and continuous improvement for the Army Standard SSCF program at Huntsville, AL; Warren MI and Aberdeen Proving Ground, MD.
- (2) Partners with the DDACM and USAASC staff to develop and execute an Army Standard program.

f. DAU Director, SSCF (Huntsville, AL).

- (1) Will carry out the operational oversight for all sites' activities and coordinate directly with the DDACM and staff for the implementation of this program.
- (2) Responsible for the Learning Asset Portfolio for the Army Standard program.
- (3) Develops marketing campaigns.

g. DAU Site Directors.

- (1) Execute operational oversight and manage SSCF program at their assigned location in Huntsville, AL; Warren MI and Aberdeen Proving Ground, MD.

(2) Market program at assigned site.

(3) Assist commands and supervisors, if requested, in the facilitation of follow-on assignments of SSCF graduates.

(4) Conduct the Army Standard Leadership Development Program at assigned SSCF locations.

h. AL&T Workforce Members.

(1) Should discuss career development needs with supervisor and obtain approval of the SSCF application through appropriate command channels.

(2) Must meet their required level of DAWIA Level III certification for their current position.

(3) Must complete all SSCF program requirements for graduation.

(4) Must submit all the required documentation and information requested in the announcement using the on-line system before the closing date.

i. Board Officer.

(1) Develops and executes application and board policy and procedures for SSCF program.

(2) Partners with Director, SSCF in the execution of the SSCF announcement and selection board.

(3) Develops and prepares announcement for Army Standard SSCF Program.

(4) Plans, schedules and conducts SSCF selection boards.

(5) Notifies SSCF board selectees and non-selectees.

(6) Provides names of selectees to Director, SSCF upon earliest availability but no later than 1 May of the board year.

j. Acquisition Career Management Advocates (ACMA).

(1) Ensures acquisition information relevant to the SSCF program is made available to the commands and organizations to which they are assigned.

(2) Disseminates SSCF program information to the AL&T workforce members.

k. USAASC Regional Customer Support Offices.

(1) Market SSCF program to workforce at assigned region.

(2) Provide assistance with submission of applications in the Army Acquisition Professional Development System (AAPDS).

5. POLICY:

a. SSCF Program. SSCF program is a 10-month program. The program is conducted at Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD. The USAASC has the responsibility for release of the announcement and conduct of the Board selection process.

b. SSCF Program of Study. The SSCF is a senior level training and educational opportunity developed for senior acquisition leaders. It is conducted under the auspices of the Defense Acquisition University (DAU) at Huntsville, AL; Warren, MI and Aberdeen Proving Ground, MD. The SSCF program provides leadership and acquisition training that prepares senior level civilians for senior leadership roles such as Product and Project Managers, Program Executive Officers and other key acquisition leadership positions. The program of study consists of (1) Program Managers Course (PMT 401); (2) courses in leadership and application to acquisition; (3) acquisition training in Life Cycle Management linked to Life Cycle Management Commands; (4) studies in resource requirements and acquisition integration for senior and strategic leaders; (5) studies in executive leadership; (6) applications of acquisition in national defense/security (7) research in acquisition issues and processes and (8) mentoring program with government and industry senior leaders and senior leadership speaker's program. All graduates receive equivalency for the Program Managers Course (PMT 401) and the option to obtain a Master's degree through a DAU-affiliated university.

c. Approved Education Institutions. Educational institutions for the SSCF program must be nationally or regionally accredited by the US Department of Education.

d. Funding.

(1) Commands are responsible for tuition, books, travel and any permanent change of station costs associated with selectee's attendance at the SSCF program. Tuition cost associated with obtaining the Master's degree will also be funded by the command.

(2) Commands must provide an endorsement memorandum for each nominee. Command endorsement and commitment of funding is for the year of the nomination.

(3) Individuals must attend the SSCF program at their command location. In cases where the individual applies for attendance outside of the local commuting area, commands must provide a statement in the command endorsement memorandum which acknowledges their responsibility for travel and per diem expenses.

(4) Temporary backfills are authorized and are the responsibility of the Command and organization. Commands are encouraged to identify other key staff personnel to assume the responsibilities of the individual selected to participate in the SSCF program.

e. SSCF Program Quotas/Class Size. The class size may increase or decrease at each location each year based on funding constraints and the needs of the Army. The DDACM has first priority in placement of Army students against these quotas at each SSCF location. Non-Army Students (Missile Defense Agency, other DOD services, or agencies) may be placed after Army students have been assigned if space allows. DAU-South will ensure that any non-Army participants are held to the same admission criteria as Army participants.

f. Post utilization. All graduates of the SSCF will be assigned to a position of greater responsibility. Identification and assignment of each graduate will be conducted by the command/organization. It is recommended that the assignment process begin within six months after assignment to the SSCF program.

g. Acceptance of SSCF program. Principals must accept SSCF within ten days of notification. Selectees who decline a quota will be removed from future consideration of SSCF.

h. Former SSC Graduates. AL&T workforce members who completed other SSCs are not allowed to participate in the DAU-SSCF program.

i. Additional Academic Requirements. Any changes to the curriculum for the Army Standard SSCF Program must be coordinated with the DAU Dean (Huntsville, AL) and forwarded to the DDACM for final approval. Some locations may require the SSCF student to obtain a Master's degree.

j. On-line-Submission Requirement. The application and board process used to select individuals for the SSCF program will be Army Acquisition Professional Development System (AAPDS). AAPDS is an automated application system that can be accessed via the Career Acquisition Management Portal (CAMP). AL&T workforce members can access CAMP at <https://rda.altess.army.mil/camp>. AL&T workforce members are required to submit their application in accordance with the requirements listed in the SSCF program announcement. Individuals may contact the board officer identified in the SSCF program announcement or their regional ACM at <http://asc.army.mil/organization/regional/default.cfm> for assistance with the application.

k. Reimbursement. AL&T workforce members who do not complete all the SSCF program requirements will not graduate and may be required to reimburse the command for the cost of the SSCF. This is at the discretion of the command.

l. AAPDS Requirement. The application and requested documents must be submitted in AAPDS or individual will not be considered. Those AL&T workforce

members deployed are allowed alternate application methods. Please see the current announcement for further instructions.

m. Deferments will not be considered for the SSCF program.

6. PROCEDURES:

a. Announcement and Board Processes.

(1) The USAASC will plan, manage and announce the SSCF program each year. The announcement will be advertised in January each year. The announcement will be posted at the USAASC web site <http://asc.army.mil>.

(2) The announcement will be open a minimum of 60 days. Applications must be submitted before the closing date identified in the SSCF program announcement or they will not be eligible for consideration.

(3) Applicants must complete the SSCF application in AAPDS. Applicants will be required to submit the following: (1) SSCF Applicant Data; (2) Acquisition Career Record Brief; (3) Resume; (4) Most Current Performance Evaluation; (5) Senior Rater Potential Evaluation (SRPE); (6) Command Endorsement Memorandum (7) Narrative Statement (8) Agreement to Continue in Service; (9) Position Information: (Notification for Personnel Action -SF-50 and Position Description) and (10) Checklist and Submit Tab.

(4) The board officer will review all applications for completeness and eligibility. Individuals will be notified of incomplete applications and allowed to submit the correct or requested information provided it is submitted before the announcement closing date.

(5) A selection board will be convened to recommend to the DDACM the best qualified candidates from those nominated by the command. The board will rate and evaluate all applications of individuals determined eligible for the SSCF. The board members will follow the board instructions contained in the MOI. Individuals will be evaluated against selection criteria identified in the MOI.

(6) The selection board will recommend principals and alternates for each SSCF location.

(7) The board officer will present the RSL to the DDACM for approval.

(8) The principals will be notified by e-mail of their selection for the SSCF program. Principals must accept/or decline the SSCF in writing within ten days of notification.

(9) Non-selectees will be notified within ten days.

(10) Alternates will be contacted if there is a declination in their region.

b. Required Information and Documents.

(1) Command Endorsement Memorandum. Applicants must obtain a command endorsement memorandum from the first General Officer or Senior Executive Service level in their chain-of-command. The letter should identify the applicant as being on track for executive-level service; identify what benefit the education will provide to the Army and the Acquisition Corps and how the candidate will be utilized in the command specifically noting potential positions of greater responsibility. The Command Endorsement Memorandum must include a statement indicating organizational responsibility for tuition for the SSCF, identification and placement of individual upon graduation and that the individual will remain on the command's Table of Distribution and Allowances (TDAs) for the duration of the SSCF program. In the case of an individual who applies outside of their local commuting area, additional statements are required which acknowledge travel and per diem expenses are the sending organization's responsibility.

(2) Senior Rater Potential Evaluation. AL&T workforce members must obtain a SRPE in order to be considered and selected. The SRPE must reflect an ending date prior to close of the announcement. Additional guidance on completion of the SRPE can be found at <https://rda.altess.army.mil/camp/apps/cappmis/modules/srpe/index.cfm>.

c. Other Administrative Procedures.

(1) TDA. AL&T workforce members selected for SSCF will remain on the rolls of their nominating organization's TDA.

(2) Salary and Leave Administration. The individual's organization is responsible for salary, administration of leave and maintenance of leave records. It is the responsibility of the student to ensure the organization is aware of recess periods and leave taken while assigned to the SSCF program.

(3) Performance Appraisal for SSCF Selectees. SSCF program selectees should be provided a closeout rating. Selectee and supervisor should check with their organization for assistance on the procedures to follow for the evaluations and other requirements.

(4) All individuals who apply for consideration for SSCF will receive fair and equitable evaluation under the announcement and board process.

7. EFFECTIVE DATE, EXPIRATION DATE AND IMPLEMENTATION: The policy and procedures are effective immediately and will remain in effect until rescinded.

A handwritten signature in black ink, appearing to read 'C. A. Spisak', is written over the printed name.

CRAIG A. SPISAK
Deputy Director
Acquisition Career Management

JAN 21 2010

APPENDIX 1.

1. Title 10, United States Code, Chapter 87, Defense Acquisition Workforce, Section 1701-1764, Defense Acquisition Workforce Improvement Act (DAWIA) of 1990, as amended (DAWIA II) – http://www.dau.mil/libray/2DAWIAPL108_375C1.pdf.
2. DoDD 5000.52, "Defense Acquisition Technology and Logistics Workforce Education, Training, and Career Development Program", January 12, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
3. DoDI 5000.66, "Operation of the Defense Acquisition Technology, and Logistics Workforce Education, Training and Career Development Program", December 21, 2005 – <http://www.dtic.mil/whs/directives/corres/pdf/500066p.pdf>.
4. DoD Desk Guide for, "Acquisition, Technology, and Logistics Workforce Career Management", January 10, 2006 – <http://www.dau.mil/workforce/01-10-06%20ATL%20Workforce%20Desk%20Guide%20Issued%20Version%20with%20Forms.pdf>.
5. Department of Army, Acquisition Career Field Certification Policy and Procedures, October 1, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
6. DACM Memorandum, New Pilot for the Defense Acquisition University Senior Service College Fellowship (DAU-SSCF) Program for Senior Level Civilian Acquisition Corps Members, May 15, 2006. http://asc.army.mil/docs/memos/dau_memo.pdf.
7. Memorandum, "Enforcement of Mandatory Certification Requirements Relating to Acquisition Workforce and Corps Members," October 12, 2006 – http://asc.army.mil/docs/policy/Enforcement_Mandatory_Certification_Requirements.pdf
8. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #1, October 22, 2007 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
9. Memorandum, "Director, Army Acquisition (AAC) Guidance Memorandum #3, December 22, 2006 - <http://asc.army.mil/policies/PoliciesProcedures.cfm>.
10. Current Acquisition Education, Training and Experience Catalog - <http://asc.army.mil/career/pubs/aete/default.cfm>.
11. ACTEDS Training Catalog: Chap 2, Senior Service College /Professional Military Education Programs - <http://cpol.army.mil/library/train/catalog/ch02gen.html#funding>.